

**SOUTH CENTRAL LOS ANGELES REGIONAL CENTER  
(SCLARC)**



**Request for Proposals  
(RFP)**

**Fiscal Year 2023-24  
Community Placement Plan (CPP) &  
Community Resource Development Plan (CRDP)  
Start-Up Projects**

South Central Los Angeles Regional Center (SCLARC) works collaboratively with the Department of Developmental Services (DDS) to develop community living options for individuals.

**PROJECT NUMBER: SCLARC FY2324-2: INTERMEDIATE CARE FACILITY FOR THE DEVELOPMENTALLY DISABLED (ICF-DDN).**

See **Supplemental Information Attachment 1** for further details.

Definitions:

1. Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) are health facilities licensed by the Licensing and Certification Division of the California Department of Public Health to provide 24-hour-per-day residential services. The following provides information for developing a program plan for these facility types.

ICF/DD-H – Intermediate Care Facility for the Developmentally Disabled-Habilitative

ICF/DD-N – Intermediate Care Facility for the Developmentally Disabled-Nursing

Title 22, California Code of Regulations, requires that a facility Program Plan be submitted to the Department of Developmental Services for review and approval prior to California Department of Public Health issuing a license to operate.

**Acquisition:** TBD pending DDS approval

**Renovation:** TBD pending DDS approval

**Geographic Location:** Los Angeles (SCLARC catchment area) – cities of Bell, Bell Gardens, Maywood, Paramount, Cudahy, Downey, Huntington Park, South Gate, Compton, Lynwood, Gardena, Vernon, Carson, and the South Los Angeles area including the communities of Watts, Crenshaw, Hyde Park, Leimert Park, View Park, and Baldwin Hills.

**Development Timeline:** Home should be completed six (six) months after close of escrow.

## **CONSIDERATIONS**

1. The ongoing reimbursement will be negotiated, based on the applicant's budget and median rate limitations. The applicant chosen must agree to accept consumers identified by SCLARC for services.
2. Funding is contingent upon funding from the Department of Developmental Services.
3. Sample Specifications for Physical Plant:
  - Adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines, ARFPSHN, and EBHS requirements/ features such as generator and tracking systems.
  - ADA compliant exits and non-ambulatory clearance.
  - With access to adequate community resources as identified by SCLARC.
  - Create privacy buffers between adjacent neighbors through fencing (anti-climb) and thoughtful landscaping that adds residential beauty and maximizes resident safety.
  - Common areas that promote interaction. Multiple interior and exterior common areas are preferred, including private space to visit with family and friends.
  - Fully fenced and private yard or outdoor space for individuals to safely be outside for relaxing, socializing, and physical fitness.
  - Private bedrooms for individuals that allow for storage of personal items and décor.
  - Finishes and fixtures that are durable and easily cleaned; utilize ligature resistant fixtures where needs are identified.
  - Installation of an emergency backup power generator capable of powering essential elements of the home such as interior and exterior lighting, kitchen appliances, delayed egress devices, one common area television, landline telephone, and common area computer.
  - Interior doors to have soft-closing hinges. This avoids slamming doors, injuries, loud sounds, etc.
  - Soundproofing windows utilizing quadruple pane windows or Plexiglas insert.
  - All windows to either be tempered or provided with a protective polymeric glass coating.
  - Hardened walls through the use of ¾" drywall, PVC protective wall paneling, acoustically enhanced gypsum board, etc.
  - Softened walls for residents with self-injurious behaviors through partial or full wall modular panel systems, and rounded corners (if applicable).
  - Maintain an open floor plan with maximum line of sight from/to Kitchen, common areas, and any staff work areas.
  - Fiberglass doors and metal knock down frames.
  - Thoughtfully designed and locked storage throughout home, specifically at bathrooms, kitchen and laundry.

## **APPLICANT INELIGIBILITY**

The following agencies or individuals are not eligible for this development award:

1. The State of California, its officers or its employees;
2. A regional center, its employees, and their immediate family members;
3. Area Board members, their employees or their immediate family members;
4. Any HDO with a conflict of interest in either board members or employees.

## **SELECTION PROCESS**

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. The Proposal Review Committee will be selected by SCLARC. Proposals will be reviewed for completeness, applicant experience and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes of property acquisition and renovation. The final decision of the Proposal Review Committee shall be approved by the Executive Director and is not subject to appeal. All applicants will receive notification of SCLARC's decision regarding their proposal.

This Committee will review, score, rank and prioritize the proposals. Applicant’s proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. In addition to evaluation on the merit of the proposal, applicants will be evaluated and selected based on previous performance (including the timely completion of projects, a history of cooperative work with the regional center or other funders, and a track record consistent with established timelines for development).

**CONTENT OF PROPOSAL**

1. Proposals must be typed on standard white paper using standard size font (12) and include a table of contents and page numbering. For items that request conditional information, provide a statement whether it applies to the applicant in order to verify that it has been addressed.
2. . Proposals for Service Providers must meet the requirements found in the **Supplemental Information Attachment 1.** for

**RIGHTS AND RESERVATIONS**

- SCLARC reserves the right to reject any or all proposals received as a result of this Request for Proposal or to negotiate separately with any contractor when it is determined to be in the best interest of SCLARC;
- SCLARC reserves the right to select any one of the finalists interviewed regardless of the Request for Proposal score;
- SCLARC’s decision will be final in any matter of interpretation of the Request for Proposal.

**REQUEST OF PROPOSAL SUBMISSION AND REVIEW PROCESS**

❖ Publish Date:	February 16, 2024
❖ Information Meeting:	February 27, 2024, at 10am-11:30 am
❖ Request of Proposal Due Date:	April 22, 2024 at 4pm
❖ Committee Review, Interviews and Recommendation:	May 2024
❖ Executive Director Approval:	May 2024
❖ Contract Sign by all parties:	June 30, 2024
❖ Services to Begin:	January 2025



# **SUPPLEMENTAL INFORMATION**

## **ATTACHMENT 1**

### **FOR SERVICE PROVIDER APPLICANTS**

**REVISED 02/15/2024**

## APPLICANT ELIGIBILITY

### PROJECT NUMBER SCLARC 2324-2: INTERMEDIATE CARE FACILITY (ICF- DDN)

See **Supplemental Information Attachment 2** for further details.

Definitions:

1. Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) are health facilities licensed by the Licensing and Certification Division of the California Department of Public Health to provide 24-hour-per-day residential services. The following provides information for developing a program plan for these facility types.

ICF/DD-H – Intermediate Care Facility for the Developmentally Disabled-Habilitative

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Title 22, California Code of Regulations, requires that a facility Program Plan be submitted to the Department of Developmental Services for review and approval prior to the California Department of Public Health issuing a license to operate.

**Acquisition:** TBD pending DDS approval

**Renovation:** TBD pending DDS approval

**Geographic Location:** Los Angeles (SCLARC catchment area) - cities of Bell, Bell Gardens, Maywood, Paramount, Cudahy, Downey, Huntington Park, South Gate, Compton, Lynwood, Gardena, Vernon and Carson as well as the South Los Angeles area, including the communities of Watts, Crenshaw, Hyde Park, Leimert Park, View Park and Baldwin Hills.

**Development Timeline:** Home should be completed six (6) months after closed of escrow.

## APPLICANT INELIGIBILITY

The following agencies or individuals are not eligible for this HDO development award:

1. The State of California, its officers or its employees;
2. A regional center, its employees, and their immediate family members;
3. Area Board members, their employees or their immediate family members;
4. Any HDO with a conflict of interest in either board members or employees

## SUBMISSION INFORMATION

Response to the Request for Proposals must be received by SCLARC, **APRIL 22, 2024, no later than 4pm** for both hard copies and E-file. No exceptions.

All interested Applicants **must submit FOUR (4) hard copies AND an e-file of proposal for each development** to:

- a. **E-file to:** [vendocs@sclarc.org](mailto:vendocs@sclarc.org)
- b. **Hand Deliver:**

ATTN: Evelyn Galindo, Program Manager Resource Development  
Community Services & Family Support  
South Central Los Angeles Regional Center  
2500 So. Western Avenue, Los Angeles, CA 90018

c. **Mail to:**

ATTN: Evelyn Galindo, Program Manager Resource Development  
Community Services & Family Support  
South Central Los Angeles Regional Center  
2500 So. Western Avenue, Los Angeles, CA 90018

**SELECTION PROCESS**

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. The Proposal Review Committee will be selected by SCLARC. Proposals will be reviewed for completeness, applicant experience and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes of property acquisition and renovation. The final decision of the Proposal Review Committee shall be approved by the Executive Director and is not subject to appeal. All applicants will receive notification of SCLARC's decision regarding their proposal.

This Committee will review, score, rank and prioritize the proposals. Applicant's proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. In addition to evaluation on the merit of the proposal, applicants will be evaluated and selected based on previous performance (including the timely completion of projects, a history of cooperative work with the regional center or other funders, and a track record consistent with established timelines for development).

**PROPOSALS WILL BE REVIEWED AND RANKED BASED ON THE FOLLOWING:**

1. The applicant must have a sound financial status. Financial statements for the past 3 years are required. The applicant must have access to a reserve throughout the development and vendorization process. The reserve amount is approximately \$30,000.00.
2. The applicant must have at least 3 years experience as a regional center vendor or facility administrator, operating an Intermediate Care Facility (ICF) or Residential Care Facilities for the Elderly (RCFE) serving elderly/adults with moderate to severe intellectual disabilities with medical issues. Experience must meet Title 22 and Title 17 regulations.
3. The applicant must have an identified administrator with a minimum of 3 years experience working with the target population in a licensed residential setting. This individual must have a current administrator's certificate from Community Care Licensing and have completed the Direct Support Professional Training year one and two course work (challenge tests cannot be accepted).
4. The administrator experience must meet all Title 22 and Title 17 regulations.
5. The administrator must be on duty in the facility at least 20 hours or more per week per facility.
6. The following employees must also have a high school diploma or equivalent:
  - a. The direct care lead staff person must have at least one year prior experience providing direct care to individuals with developmental disabilities, with a focus on Medical Model.
  - b. The direct care staff person must have at least 6 months prior experience providing direct care to individuals with developmental disabilities, with a focus on Medical

Model.

- c. At least one direct care lead staff person and one direct care staff person must be on duty at all times when a client is under the supervision of the facility staff.
7. All staff must be PCMA, PRO ACT or CPI trained before they are allowed to work with individuals in the facility.
8. All direct care staff must receive hands-on training in first aid and CPR by a certified instructor.
9. Direct Support Professionals must speak the language of the people they support. Bilingual staff may be necessary if an individual who doesn't speak English is placed in the facility.
10. The applicant must have an identified consultant. The type of consultant and scope of duties will be determined during the development process to ensure the most appropriate professional is secured to meet the needs of individuals placed in the facility.
11. The applicant must identify mental health and medical clinicians as soon as the location of the property is identified. This includes a neurologist, psychiatrist, and a general practitioner.
12. The applicant must submit written confirmation that each of the consultants listed above has admitting privileges at a local hospital.
13. The home will be developed in accordance with the requirements of Section 4500 - 4885 of the Welfare and Institutions Code Chapter 6 - Development and Support of Community Facilities and Programs [4670 - 4698.1], Title 17, and Title 22.
14. Facility service plan will require certification by the DDS and licensure by Community Care Licensing (CCL) prior to vendorization.
15. Facility must install and maintain an operable automatic fire sprinkler system.
16. Each client will have their own bedroom with a full or queen size bed.
17. The facility will have video cameras in common areas to account for what transpires between individuals and staff. Applicant is required to run the cameras continuously when consumers are in the facility.
18. The facility must meet applicable Americans with Disabilities Act (ADA) standards.
19. The facility is required to have heating, ventilation, and a central air conditioning (HVAC) system.
20. If a client cannot attend a community-based day program, the applicant must be prepared to provide structured activities during the hours the client would normally be at a community-based day program.
21. SCLARC is responsible for monitoring and evaluating services by conducting as needed quality assurance visits following DDS guidelines.

22. The regional center is responsible for monitoring and evaluating services by conducting face-to-face case management visits with each individual.
23. A vehicle that can accommodate the transportation needs of the individuals must be assigned to the facility. Start-up funds are **not** available to purchase or lease vehicles.
24. The direct care staff must be trained to safely escort individuals to outside services and programs and address behavioral issues that may occur in the van.
25. **The applicant is required to accept any individual SCLARC identifies for placement. Must include a No Rejection policy in the Program Design.**
26. The applicant must commit to modifying services and supports to address any challenges encountered. Issuing a 30-day termination notice is not acceptable unless a full ID team meeting is held and the team agrees that the placement is not appropriate, and SCLARC gives approval for the service termination.
27. All items purchased with start-up funds remain the property of DDS and will be returned to the regional center should the contractor for ongoing series terminate for any reason.
28. Failure to provide services for the 5-year minimum will result in a repayment of a portion of the original start-up funds. The repayment will be as follows:
 

a. 1 year or less of operation	-	100%
b. 2 years of operation	-	75%
c. 3 years of operation	-	50%
d. 4 years of operation	-	25%
29. **The applicant must be prepared to begin providing direct services to individuals by January 1, 2025.**

### **CONTENT OF PROPOSAL**

Proposals must be typed on standard white paper using standard **size font (12)** and include a table of contents and page numbering. For items that request conditional information, provide a statement whether or not it applies to the applicant in order to verify that it has been addressed.

### **REQUEST OF PROPOSAL NARRATIVE**

1. CPP/CRDP initial funding fiscal year and project number. (ex: PROJECT NUMBER: SCLARC 2223-6).
2. Contact information to include: name, address, email address, and the telephone number of the individual to interface with SCLARC during the proposal review process.



3. Company Information - indicate whether applicant is applying as a corporation, non-profit corporation, a limited partnership, or a limited liability corporation. Include copies of the articles of incorporation and corporation by-laws; certificate of limited partnership and any amendments; or a copy of the limited liability company articles of incorporation and certificate of amendment (if any).
4. Proposal Author - Provide names of all parties involved in writing all or parts of the proposal.
5. Project Team - names of partners, key staff members and/or consultants (if known) who will be involved in the implementation of the project. Attached copies of all the individuals' resumes.
6. Statement that applicant will maintain current liability and worker's compensation insurance and name SCLARC as additional insured.
7. Statement that applicant will demonstrate control of property.
8. Description of qualifications and experience providing services to the population targeted in the request for Request of Proposal.
9. Brief description of the scope of services to be provided (consistent with each of the minimum service requirements identified in this document).
10. Summary of applicant's commitment to quality services. This section must include applicant's "continuous quality improvement plan".
11. Statement how services provided will be in compliance with the Home and Community- Based Services (HCBS) Final Rule.
12. List of References - provide a minimum of three letters of reference relevant to the applicant's experience and other qualifications required to complete this or similar services.
13. A list of all vendorizations with SCLARC and any other California regional center.
14. A list of all previous and current start-up projects or (both grant and unsolicited) with any California regional centers. Note that this information will be used to confirm that the applicant has a track record consistent with established timelines for CPP/CRDP start-up development.
15. A list of services provided to other populations (if applicable).
16. A statement of commitment to comply with Title 17 of the California Code of Regulations as it relates to the project development and ongoing services.

### **RESERVATION OF RIGHTS**

South Central Los Angeles Regional Center reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. SCLARC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need.

South Central Los Angeles Regional Center reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. South Central Los Angeles Regional Center reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This Request for Proposal is being offered at the discretion of SCLARC. It does not commit SCLARC to award any grant.

**REQUEST OF PROPOSAL SUBMISSION AND REVIEW PROCESS**

❖ Publish Date:	February 12, 2024
❖ Information Meeting:	February 27 at 10am

**Join Zoom Meeting**

<https://us06web.zoom.us/j/83935405251?pwd=RkhinCoy2XwV3V1SaaroA3onu0wZlU.1>

**Meeting ID: 839 3540 5251**

**Passcode: 667037**

❖ Request of Proposal Due Date:	April 22, 2024 at 4pm
❖ Committee Review, Interviews and Recommendation:	May 2024
❖ Executive Director Approval:	May 2024
❖ Contract Sign by all parties:	June 30, 2024
❖ Services to Begin:	January 2025

**COSTS FOR PROPOSAL SUBMISSION**

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

**FINANCIAL STATUS**

Applicant/agency must submit the past 3 years of financial statements from a legal binding bank; documenting financial stability and assets sufficient to undertake the start-up project (an outline is provided).

**PROJECTED BUDGETS**

1. Provide a projected start-up budget.
2. Provide a project budget outlining how the 25% start-up advance will be used.

**PROGRAM DESIGN**

Program Design Development: The selected applicant will be required to complete a program plan within ninety (90) days of the date on the start-up contract. The plan must be approved by SCLARC and DDS.

**IMPLEMENTATION PLAN**

Provide an action plan with timelines for the start-up project. Vendor must be ready to provide services by **January 1, 2025**.

**PROPOSAL COVER**  
**SHEET**

**PLACE A COPY OF THIS ATTACHMENT ON THE TOP OF THE PROPOSAL**

Proposed Development \_\_\_\_\_

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NAME OF INDIVIDUAL OR ORGANIZATION SUBMITTING PROPOSAL (Please print)

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CONTACT PERSON FOR PROJECT / JOB TITLE (Please print)

---

TELEPHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

---

NAME OF PARENT CORPORATION (IF APPLICABLE) (Please print)

---

ADDRESS (Please print)

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AUTHOR OF PROPOSAL, IF DIFFERENT FROM INDIVIDUAL SUBMITTING PROPOSAL

Knowingly and willfully failing to fully and accurately disclose the information requested may result in rejection of proposal.

- A. List up to four current or previous services implemented by the applicant/agency that provide evidence of experience related to your proposal. Include the service name, the dates that services started (and ended if not currently being provided) and a short description of the type/purpose of the indicated service:

1.	
2.	
3.	
4.	

B. List three references that can be contacted in regards to applicant's experience, qualifications and ability to implement this proposal:

1.	Name & Title	Agency Affiliation
	Address	Phone
2.	Name & Title	Agency Affiliation
	Address	Phone
3.	Name & Title	Agency Affiliation
	Address	Phone

By signing, you hereby certify and swear under penalty of perjury that (a) you have knowledge concerning the information above, and (b) the information above is true and accurate. You agree to inform the Regional Center, in writing, within 30 days of any changes or if additional information becomes available.

\_\_\_\_\_  
SIGNATURE OF PERSON AUTHORIZED TO BIND ORGANIZATION

\_\_\_\_\_  
DATE



What grants have you received from any Regional Centers, the Department of Developmental Services, HUD, etc. in the last five years (such as Program Development Funds, Community Placement Program, etc.)?

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Please describe any other employment or business commitments you may have.

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I hereby certify that the above information accurately represents all of my business interests in the State of California, and I give Regional Center staff authorization to contact any of the above Regional Centers for reference information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

- 1. Complete & Sign DS1891**
- 2. Complete & Sign Conflict of Interest Declaration**
- 3. Complete and Sign Statement of Obligation**
- 4. Review and provide Financial Statement**
- 5. Review and Sign SCLARC Startup Guidelines.**

**STATEMENT OF OBLIGATION**

*(Please attach additional pages if needed)*

	YES	NO
1. THE APPLICANT IS PRESENTLY PROVIDING SERVICES TO INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES:		
2. THE APPLICANT IS PRESENTLY PROVIDING SERVICES TO INDIVIDUALS OTHER THAN THOSE WITH DEVELOPMENTAL DISABILITIES IN RESIDENTIAL SETTINGS OR OTHER RELATED SERVICES.  IF <b>YES</b> , INDICATE NAME, LOCATION, TYPE & SERVICE(S)		
3. IS THE APPLICANT CURRENTLY RECEIVING GRANT/FUNDS FROM <b>ANY</b> SOURCE TO DEVELOP SERVICES FOR INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES?  IF <b>YES</b> , INDICATE FUNDING SOURCE AND SCOPE OF GRANT PROJECT.		
4. IS THE APPLICANT CURRENTLY APPLYING FOR GRANT/FUNDS FROM ANY SOURCE TO DEVELOP SERVICES FOR FISCAL YEAR <b>2021/2022</b> ?  IF <b>YES</b> , INDICATE FUNDING SOURCE AND SCOPE OF GRANT PROJECT.		
5. THE APPLICANT IS PLANNING TO EXPAND EXISTING SERVICES (THROUGH A LETTER OF INTENT AND WITH OR WITHOUT GRANT FUNDS) FROM A SOURCE OTHER THAN SOUTH CENTRAL REGIONAL CENTER DURING FISCAL YEAR 2021/2022:  IF <b>YES</b> , PLEASE PROVIDE DETAILS		
6. DESCRIBE OTHER PROFESSIONAL/BUSINESS OBLIGATIONS. INCLUDE NAME, LOCATION, TYPE AND CAPACITY OF SERVICE/OBLIGATION. DO NOT INCLUDE SERVICES YOU EXPECT TO PROVIDE THROUGH THIS GRANT. (PLEASE USE SEPARATE SHEET OF PAPER)		
7. HAS THE APPLICANT OR ANY MEMBER OF THE APPLICANT'S ORGANIZATION RECEIVED A CORRECTIVE ACTION PLAN FROM A REGIONAL CENTER OR CITATION FROM STATE LICENSING AGENCY WITHIN THE LAST 2 YEARS?  IF <b>YES</b> , EXPLAIN IN DETAIL.		
8. HAS THE APPLICANT OR MEMBER OF THE APPLICANT'S ORGANIZATION OR STAFF EVER RECEIVED A CITATION FROM ANY AGENCY FOR ABUSE?  IF <b>YES</b> , EXPLAIN IN DETAIL.		
9. THE APPLICANT UNDERSTANDS THAT ALL REFERRALS FOR THIS PROJECT WILL BE INDIVIDUALS THAT HAVE BEEN PREVIOUSLY IDENTIFIED BY SCLARC AS READY TO TRANSITION TO THE COMMUNITY FROM IDENTIFIED SETTINGS.		

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date



## SAMPLE FINANCIAL STATEMENT

(Reference purposes only - verified financial statement required)

- 1) Verifiable bank statements
  - a. Copies of bank statements must be attached (most current 3 months).
  
- 2) ONE OF THE FOLLOWING
  - a. Most current audited financial statement that expresses an unqualified opinion; OR
  - b. Compiled financial statements prepared by a Certified Public Accountant that adhere to Generally Accepted Accounting Principles.
  
- 3) Assets, Liabilities, Income and Lines of Credit (can be in this format):
  - a. Current Assets (to include):
    - ✓ Cash in Banks
    - ✓ Accounts Receivable
    - ✓ Notes Receivable
    - ✓ Equipment/Vehicles
    - ✓ Inventories
    - ✓ Deposits/Prepaid Expenses
    - ✓ Life Insurance (Cash Value)
    - ✓ Investments Securities (Stocks and Bonds)
  - b. Fixed Assets (to include):
    - ✓ Building and/or Structure
    - ✓ Real Estate Holdings
    - ✓ Long-Term Investments
    - ✓ Potential Judgments and Liens
  - c. Current Liabilities:
    - ✓ Accounts Payable
    - ✓ Notes Payable (Current Portion)
    - ✓ Taxes Payable
  - d. Long-Term Liabilities:
    - ✓ Notes/Contracts Payable
    - ✓ Real Estate Mortgages
  - e. Other Income: Wages or Revenue from other sources (Specify):
  - f. Line of Credit Amount Available:



**South Central Los Angeles Regional Center  
For Persons with Developmental Disabilities, Inc.**

**Guidelines for Use of Start-up Funds**

Payment provisions for start-up contracts are on a cost-reimbursement or a fixed unit rate basis. The ceiling is specified as the maximum dollar amount payable by SCLARC and is identified in the Agreement. The start-up contract sets forth the type of facility, or program to be developed and may indicate provisions or limitations on reimbursable items specific to the type of service. The start-up contract takes precedence over both written reimbursement guidelines and any verbal agreement.

SCLARC's Guidelines for Use of Start-Up Funds is attached to every published Request for Proposals (RFP) and is included as an Exhibit in every start-up contract. The Contractor's signature on the contract exhibit serves as verification that the document was reviewed and indicates agreement to abide by the guidelines unless other stated in the Agreement.

Guidelines for Use of Start-Up Funds

I. General Requirements

- A. Reimbursement on start-up funds contracts commence by submitting a signed Progress Report and Request for Reimbursement, along with verification of paid expenditures to the resource developer assigned to the project. Verification of expenditures is copies of receipts indicating payment in full by cash, check, cashier check or credit card purchase. Copies of cancelled check will also be required. Lay-a-way items may only be reimbursed for the amount of the deposit or payments made. In the case of personnel costs, a copy of the payroll record or check for salary paid must be submitted. Written estimates are not acceptable and invoices may only be submitted as an itemized list of the items purchased or contract work completed. Invoices may not be used as payment verification, even when stamped "paid". For lease or rent payments, copies of the signed lease/rental agreement will also be required. SCLARC requires an original signature (no copies or faxes) on the Progress Report and Request for Reimbursement.
- B. Milestone contracts are periodically used to developed specific projects and services. The contract specifies the tasks to be completed for each milestone. Requests for payment may be made after each milestone is completed using the Progress Report and Request for Reimbursement. Payment is made after the form and verification of each milestone is received.

II. Personnel Services

- A. A maximum of four (4) months of identified and reasonable direct personnel and overhead costs, including employee fringe benefits, may be reimbursed. Where salaries and wages are a reimbursable item, the following information must be included:

- Monthly, weekly, or hourly rate, as appropriate
- Personnel classification
- Number of hours worked
- Period worked (example: October 1 - 15, 2003)
- If the employee has other duties with the organization, a percentage of personnel time to be charged to the contract must be specified.

### III. Administrative Overhead

- A. Administrative overhead is an allowable cost only if there is a parent/corporate organizational staff involved with the project that will be expending staff time and resources not covered elsewhere in the project budget.
- B. If administrative overhead is claimed, it shall not exceed ten percent (10%) of the total start-up fund amount.

### IV. Cash Advance

- A. A one-time advance payment is allowed. This amount must not exceed twenty- five (25) percent of the total amount of the start-up award. The advance must be addressed in the contract. The advance will not be released until the program design is submitted and approved by the Center. Reimbursement for other expenditures will not be made until receipts accounting for expenditures made with the advance are submitted to the regional center. All other reimbursement will be paid in arrears.

### V. Consultants

- A. Pre-approval is required for the use of consultants. Proposals submitted and accepted must state the rate of compensation to be paid to consultants. The rate must be an hourly rate with a ceiling on the total amount. Consultants must be qualified to perform stated service and services must be applicable to the development of the project.
- B. Consultants' rates must conform to either:
  - Schedule of Maximum Allowances (Medi-Cal rate) for positions covered by that schedule; or
  - Comparable State Civil Service positions; or
  - The going (usual and customary) rate for similar work outside state service.
- C. If the going (usual and customary) rate is applicable, the amounts to be paid consultants depends upon the complexity and difficulty of the projects, the ongoing rate for similar work, and the qualifications and reputation of the individual(s) or firm being awarded the contract.

VI. Real Property

- A. Payments are not permitted for purchase or for construction, renovation, alteration, improvement, or repair of privately-owned property, which would enhance the value to such property to the benefit of the owner. Start-up funds cannot be used for modifications that are solely aesthetic in nature or are not necessary to meet fire and life safety requirements.
- B. Start-up fund monies may be used to modify residential and day program facilities to meet fire and life safety requirements of the fire marshal and/or the local licensing agency. SCLARC'S pre-approval is required. Licensed contractors must be used for physical plant enhancements. Proposals requesting facility modifications must include three bids to be considered for reimbursement. If a site requires extensive modification, another location should be considered. The following are examples of fire and life safety modifications:

- Wheelchair ramps;
- Handrails;
- Bedroom exit doors;
- Bathroom fixtures designed for non-ambulatory individuals;
- Widening of hallways and doors; Installing fireproof doors;
- Fire alarms;
- Fire sprinkler systems;
- Exit alarms or delayed egress devices; and
- Fencing around swimming pools.

- C. A maximum of four month's rent or lease payments for a facility site is a reimbursable expense. The rent should not exceed the rental rates for an equivalent site/facility in the area where the program will be situated. A signed copy of the lease or rental agreement must be submitted with the request for reimbursement. Security or cleaning deposits are not a reimbursable item.

VII. Equipment

- A. Examples of equipment, which may or may not be purchased, purchased only with prior written approval from regional center, or leased, include:

ITEM	PURCHASE MAY BE ACCEPTABLE	3 MONTH LEASE	COMMENTS EXCEPTIONS
Motor vehicles	NO	YES	May be leased for 3 months during development of project

Computers	NO	YES	May be purchased only if part of a training program for individuals with an approved proposal and program design.
Camcorders, cameras, fax machines, slide projectors, copy machines	NO	YES	May be purchased only if part of a training program for individuals with an approved proposal and program design.

Wall-to-wall carpeting	NO	N/A	
Area rugs	YES	N/A	
Shipping of furniture or truck rental	NO	N/A	
*Furniture, household appliances, linens, household supplies	*YES	YES	*Furniture needs to be new, sturdy, well built, and appropriate for residential facility or day program.
*Recreational equipment (games, TV, VCR, exercise equipment, mats)	* YES	N/A	*If for use in the facility/program and if appropriate for the type of service and individuals served.
Warranties on appliances	NO	N/A	

- B. All approved equipment of any kind purchased from funds reimbursed under the terms of the start-up contract is the property of the regional center. For the purpose of start-up contracts, major equipment is considered any item purchased with start-up funds which has a unit acquisition cost of at least \$5000 or a normal useful life of at least three years. The Contractor must submit to the regional center a detailed inventory, including serial numbers, of any equipment that meets the above criteria. This inventory (items acquired under start-up fund contracts) is due within 30 days of the end of the project's completion. The final reimbursement will not be distributed until the regional center is in receipt of the inventory.
- C. As a general rule, it can be assumed that equipment with a value under \$5000 will be amortized and no longer be regional center property after three years. For purposes of the start-up funds contract, equipment/item costs must be considered the sum of the costs. For example, a "bed" would include the mattress, box springs and frame.
- D. Written pre-approval from the regional center is required for reimbursement of any article, supplies, or equipment exceeding \$1,000 in cost (per unit). A justification, including the reasonableness of the cost, should be submitted prior to purchasing any such article.
- E. Equipment that is approved for lease may not be leased with an option to purchase. The Contractor shall provide the regional center with copies of signed leases for any equipment using start-up funds.
- F. All furniture, mattress sets, and appliances purchased with start-up funds must be new, sturdy and well built. Written pre-approval from the regional center shall be obtained before purchasing previously-owned furniture. Household supplies such as linens must be high quality. Comforters and bedspreads must cover the entire bed and coordinate with the room decor (e.g., no partial or non-matching sets).

#### VIII. Other

For questions concerning specific items appropriate for purchase with start-up funds, the regional center resource developer should be contacted.